



State Community Health Worker Advisory Committee Meeting

May 18, 2020



Welcome and Roll Call

Opening Remarks – Dr. Cheryl De Pinto

Approval of February 10, 2020 Meeting Minutes

CHW Certification Program Update

Certification Application – Deadline Suspension

Related to COVID-19

- Sec. Neall suspended the March 31 deadline for CHWs to submit applications for certification based on experience
- Deadline suspension effective until 30 days after the state of emergency has been terminated

Certification Update – Experienced CHWs

Certification for Experienced CHWs - September 1, 2019 – May 14, 2020

# applications submitted to MHD:	633
# submitted applications in review process (under review and applicant receiving assistance with completion):	60
# total certificates issued by MDH:	573

Outreach and Communication

- CHWs who are not certified under this process will be required to complete a CHW certification training program accredited by the Department to be eligible for certification
- Targeted outreach regarding the deadline suspension
 - Including outreach to certified CHWs (CCHWs)

Outreach and Communication

Advisory Committee assistance:

- Recommendations for additional outreach avenues
- Request content for inclusion in newsletters or other communications
- Communicate barriers that individuals may be facing

CHW Certification Renewal Process



Certification

- > [Certification Program](#)
- > [Certification Program Spanish](#)
- > [CCHW Renewal](#)
- > [Verify A Certificate](#)

Maryland CCHW Renewal

* More information, including a CCHW renewal manual, will be released soon. CCHWs will be emailed once all renewal information has been posted.

Maryland CCHW Certificate Expiration and Renewal Key Points

The following key points summarize Maryland's CCHW expiration and renewal process.

- A CHW **certificate is effective for two years** from the date issued.
- There is **no fee** for certification renewal.
- A CCHW should be prepared to **submit their renewal application 30 days prior to expiration**.
- **Renewal requirements** include:
 - Submission of a **renewal application** through the Maryland OneStop portal.
 - Documentation of **20 hours of a broad range of professional development activities**.
 - A CCHW must **notify the Department** upon name or contact information change.

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Renewal.aspx>

CHW Certification Renewal Process

- CHW certificates are effective for 2 years from the date issued
- The Department to send the CHW a renewal notice 90 days before the certificate expires
- Renewal applications shall be received 30 calendar days prior to the expiration date

CHW Certification Renewal Process

Requirements:

- Renewal application via Maryland OneStop
- Documentation of completion of 20 hours of a broad range of professional development activities

Professional Development Activity Tracking Sheet

Individual Professional Development Activity Tracking Sheet (duplicate form for each activity)

Certified Community Health Worker Name: _____

Activity Title: _____

Activity Date(s): _____ Number of Activity Hours: _____

Activity Sponsor or Organization: _____

Activity Location: _____

Professional Development Activity Tracking Sheet

Core competencies or health principles the activity addressed:

- Advocacy and community capacity building skills
- Effective oral and written communication skills
- Cultural competency
- Understanding of ethics and confidentiality issues
- Knowledge of local resources and system navigation
- Care coordination support skills
- Teaching skills to promote health behavior change
- Outreach methods and strategies
- Understanding of public health concepts and health literacy

Health principles addressed (specify): _____

Explain the knowledge you acquired from this activity and / or the skill application of duties:

Signature: _____ Date: _____

CHW Certification Training Program Accreditation Update

CHW Certification Training Program Outreach



Training Programs

- › [Training Program Accreditation](#)
- › [Training Program Application Review Committee](#)

[Sign up for MDH CHW email notifications here.](#)

Community Health Worker Certification Training Program Accreditation

The accreditation process for Community Health Worker (CHW) Certification Training Programs is now open!

The Code of Maryland Regulations (COMAR) 10.68.02.02 (Community Health Worker Certification Training Programs) requires **all CHW certification training programs to be accredited by the Maryland Department of Health** (the Department) and **that an accreditation shall be issued before an organization may offer a CHW certification training program**. To obtain accreditation of a CHW certification training program, an organization must submit an accreditation application to the Department.

Before completing an application for accreditation, please review all information and documents on this page.

Key things to know about the accreditation process:

- Accreditation applications are being accepted through the [Maryland OneStop portal](#). Read more about the application portal and application fields in Sections VI and VII in the [Application](#)

Training Program Accreditation Process

Accreditation of CHW Certification Training Programs – January 1, 2020 – May 14, 2020

# applications submitted to MHD:	3
# application in draft (not yet submitted):	47
# total accreditations issued by MDH:	0

CHW Certification Training Program Requirements

[COMAR 10.68.02.03](#) - Training Program Requirements

A CHW certification training program shall:

- Provide a minimum of **100 hours of instruction**
- Verify successful completion of an **additional supervised 40-hour practicum** by a student
- Employ a **curriculum framework that incorporates, at a minimum, the Maryland CHW nine core competencies**
- Include an **objective knowledge assessment**

CHW Certification Training Program Accreditation Application

Accreditation Application Due Dates

- December 31, 2020
 - Training programs who trained individuals from Oct. 1, 2018 - Dec. 31, 2020 requesting retroactive accreditation to October 1, 2018
- No deadline for:
 - Programs not requesting retroactive accreditation
 - New programs

Accreditation of CHW Certification Training Programs

- JSJ Consulting – contract completed
 - CHW Certification Training Program Accreditation Application Manual
 - Contributions to the:
 - [Maryland OneStop portal application](#)
 - [Curriculum Framework Form](#)
 - [Objective Knowledge Assessment Form](#)
 - Review Committee Manual for Evaluation of CHW Certification Training Program Accreditation Applications

Training Program Application Review Committee

COMAR 10.68.02.04B – Application Review Committee

Training program applications will be reviewed by a CHW Training Program Application Review Committee consisting of:

- A community health worker;
- A State Community Health Worker Advisory Committee member;
- A health professions educator with expertise in curriculum development;
- An MDH CHW certification program staff member; and
- As deemed necessary by the Department, an MDH program staff member to be determined based on expertise needed

CHW Training Program Application Review Committee

Name	Committee Seat
Monica Spann, CCHW	Community Health Worker
Ryan Moran	State Community Health Worker Advisory Committee
Mary Kay DeMarco, PhD, MSN, RN	Health professions educator with expertise in curriculum development
Tina Backe	MDH CHW certification program staff member
To be determined	As needed, MDH program staff member based on expertise needed

CHW Training Program Application Review Committee

CHW Certification Training Program Accreditation Application review trainings

- Orientation – March 16
 - Process, materials, timelines
- Application Review and scoring training – April 24

Certification Based on Completion of an Accredited CHW Certification Training Program

Effective April 1, 2020 applications are accepted for certification based on the completion of an accredited CHW training program

Requirements:

- Documentation of successful completion of CHW certification training program accredited by the Department
- Minimum age of 18 years
- High School Diploma or GED equivalent

Chronic Disease Management Curriculum - Proposal

Chronic Disease Management Curriculum - Proposal

In collaboration with the MDH Center for Chronic Disease Prevention and Control (CCDPC): July 1, 2020 - June 30, 2021

- Curriculum development on chronic disease management with an emphasis on cardiovascular health
- Primary target audience are CHWs
- Considerations:
 - Maximize information comprehension and skills building
 - Delivery of materials (i.e., conference style, live streaming, web-based)

Chronic Disease Management Curriculum - Advisement

- Please contact our office if you are interested in providing input and suggestions on this curriculum
- Note: A CHW Training Program Application Review Committee member could encounter a conflict of interest
 - If the curricula may be subject to accreditation

CHW Advisory Committee Meeting Dates

Quarterly meeting of full Advisory Committee - Mondays, 1 – 3 p.m.,
at MDH (or via webex as needed)

- **August 17, 2020**
- **November 16, 2020**
- **February 15, 2021**

Open Discussion

Experiences/challenges in the COVID-19 environment???

Certification Contacts and Links

Maryland CHW Certification Website

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Home.aspx>

Maryland CHW Phone Line

410-767-5971

Maryland CHW Email Addresses

MDH.CHW@Maryland.gov

MDH.CHWApplications@Maryland.gov

Contacts

Frances B. Phillips, State CHW Advisory Committee Chair, Deputy Secretary for Public Health - Fran.Phillips@Maryland.gov

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